

Bylaws of the Caltech Russian Club
(proposed July 2004)

Article I. Name of Club.

Caltech Russian Club (CRC)

Article II. Purpose.

The purpose of the club is to promote an active involvement of the Russian speaking community in the social life of Caltech.

Article III. Membership and Dues.

1. Membership in this Club is open to all members of the Caltech community including undergraduate and graduate students, postdoctoral scholars, staff, faculty, alumni and their immediate family members.
2. A Caltech community member can be accepted into the Club at any time during the year upon payment of annual dues.
3. Membership in the Club can be terminated voluntarily by a written or email request to the board of directors or for non-payment of membership dues.
4. An annual meeting of members shall be held at a date, time and place determined by the board of directors, with a written or email notice provided to each members at least seven days prior to the meeting.

Article IV. Board of Directors.

1. A board of directors shall be elected by the members at the annual meeting among the members present at the meeting for a term of one year. The board shall consist of at least four officers with the following duties:
 - Chair – responsible for calling and presiding over board meetings and overall oversight and directions of the affairs of the club
 - President – executive director responsible for managing day-to-day activities of the club
 - Treasurer – responsible for keeping the Club's financial records. Handles and records all transactions with the Club account at the Caltech Federal Employees Credit Union, and prepares financial statements and budget for the annual meeting
 - Secretary – keeps the minutes of the

The board may determine the rules for director nomination, establish other offices and form committees as may be necessary.

2. The board shall have regular meetings at least quarterly at a place and time determined by the chair. Special board meetings can be called by the Chair or any

- two directors. A written or email notice shall be given no less than seven days prior to the meeting.
3. At all meetings of the board of directors a majority of the directors then in office shall be necessary and sufficient to constitute a quorum for the transaction of business.
 4. The board shall be responsible for interpreting these Bylaws and making all executive decisions concerning the Club. A simple majority vote of the directors present at a duly held meeting shall be sufficient for any action, provided that at least half of the Club directors are present at the meeting.

Article V. Amendment of Bylaws.

The Caltech Russian Club Bylaws may be amended at a duly held meeting of the board of directors as described in the previous article.